

## L. ARTHUR MINNICH SERIES

### SCOPE AND CONTENT NOTE

L. Arthur Minnich served on the White House staff as Assistant Staff Secretary from June 21, 1953 to August 6, 1960. Among his varied duties were the preparation of the official minutes of Cabinet meetings, Legislative Leaders meetings, and White House staff meetings, and the preparation of historical anecdotes as part of his role as the unofficial historian of the Eisenhower administration. He was also instrumental in developing the Public Papers of the President series, with the first volume published for the year 1957.

The L. Arthur Minnich series is divided into seven subseries. One of the more valuable subseries from the standpoint of research potential is the Miscellaneous File subseries which consists of historical anecdotes, historical memoranda for the record, and memos for the record of White House staff meetings. The historical anecdotes cover various aspects of the Eisenhower administration. They are based primarily upon comments made in Cabinet and Legislative meetings, but not reported in the formal Cabinet meeting minutes or the Legislative Leaders meeting minutes. The Chronological File Subseries primarily consists of carbon copies of letters and memoranda drafted by Minnich for Sherman Adams' signature, memoranda from Minnich to Sherman Adams and other members of the White House staff, and other material concerning the Eisenhower administration history program.

A major segment of the Minnich series is the Action by the President subseries which contains Minnich's daily log of the President's schedule, selected presidential telephone calls, miscellaneous historical notes, and a record of presidential actions regarding personnel appointments, proclamations, executive orders, congressional messages, and presidential correspondence.

Another useful subseries is the index to the minutes of the Cabinet and Legislative Leaders meetings. Copies of the Cabinet and Legislative Leaders meeting minutes are located in Dwight D. Eisenhower's Papers as President (Ann Whitman File). The 3 x 5 card index, which also covers the material in the Miscellaneous File and Chronological File subseries (referred to in the index as the "Minnich File"), is arranged alphabetically by subject. The index also has a small number of entries referring to documents in Central Files, which was the result of an abortive project to identify Central Files material of unusual significance and combine it with the Cabinet and Legislative index. The index includes virtually every subject, issue, and individual that had a prominent role in the Eisenhower administration, and is a valuable tool in facilitating the use of the minutes of the Cabinet and Legislative Leaders meetings. The index cards specify the date and occasion that any particular item came under discussion, and a very brief summary of the nature of the discussion is generally included. There are also a few index entries that relate to anecdote-type material or human interest items in which there may be no mention made in the Cabinet meeting minutes or the Legislative Leaders Meeting minutes.

## CONTAINER LIST

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	SUBSERIES A: MISCELLANEOUS FILE
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|   | Miscellaneous - A (2) [July 1953 - February 1954]    |
|   | Miscellaneous - A (3) [March 1954 - April 1956]      |
|   | Miscellaneous - A (4) [January 1957 - March 1959]    |
|   | Miscellaneous - B (1) [January 1953 - January 1954]  |
|   | Miscellaneous - B (2) [February 1954 - January 1955] |
|   | Miscellaneous - C (1) [January-February 1953]        |
|   | Miscellaneous - C (2) [March-December 1953]          |
|   | Miscellaneous - C (3) [January 1954 - August 1958]   |
|   | Miscellaneous - D [February 1953 - January 1958]     |
|   | Miscellaneous - E [January 1953 - January 1959]      |
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|   | Miscellaneous - I [February 1953 - December 1954]    |
|   | Miscellaneous - J [July 1953]                        |
|   | Miscellaneous - K [August 1953 - February 1954]      |
|   | Miscellaneous - L [January 1953 - May 1956]          |
|   | Miscellaneous - M [April 1953 - July 1955]           |

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- Miscellaneous - P [January 1953 - January 1956]
- The President (1) [1953]
- The President (2) [January 1954 - June 1959]
- The President - Illness 1955
- Miscellaneous - Q [December 1954]
- Miscellaneous - R [January 1953 - June 1958]
- Miscellaneous - S [February 1953 - February 1957]
- State of the Union Message - February 2, 1953
- Miscellaneous - T [January 1953 - June 1954]
- Miscellaneous - U [June 1953 - May 1957]
- Miscellaneous - V [January 1953 - April 1956]
- Miscellaneous - W [January 1953 - September 1956]
- Staff Meetings (1) [January-March 1953]
- Staff Meetings (2) [April-May 1953]
- Staff Meetings (3) [June 1953 - February 1957]

SUBSERIES B: CHRONOLOGICAL FILE

NOTE: Primarily consists of carbon copies of letters and memoranda drafted by LAM for Sherman Adams' signature.

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- Chronological File - 1953 (1)-(8)
- Chronological File - 1954-55 (1)-(7)

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2 (cont.)	Chronological File - 1956 (1)-(15)
	Chronological File - 1957 (January-March) (1)-(5)
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	Chronological File - 1957 (April-June) (1)-(8)
	Chronological File - 1957 (July-October) (1)-(10)
	Chronological File - 1957 (November-December) (1)-(5)
	Chronological File - 1958 (January-June) (1)-(6)
4	Chronological File - 1958 (January-June) (7)-(12)
	Chronological File - 1958 (July-December) (1)-(7)
	Chronological File - 1959 (January-June) (1)-(7)
	Chronological File - 1959 (July-December) (1)-(5)
	Chronological File - 1960 (January-June) (1)-(4)
5	Chronological File - 1960 (January-June) (5)-(10)
	Chronological File - 1960 (July-December) (1)-(7)
	Chronological File - 1961 (January)
	Memo - Chronological File (1)(2) [1953-1960] [synopsis of memoranda, by Arthur Minnich on a variety of topics, located in the Miscellaneous File Subseries]
	Cabinet Contacts [1954-1959] [directory of the special assistants for cabinet coordination]
	Cabinet Meetings -- listed by date; when VP attended, presided, etc.
	History Project (1) [1952-1953] [material re documentation of the history of the Eisenhower administration; background material re the Federal Defense History Program]

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5      History Project (2) ["Readiness For Mobilization", a report on the role and activities  
(cont.)      of the National Security Resources Board, 1947-1952]

History Project (3) [1953-1957] [material re Defense history program and  
Eisenhower administration history program]

Library - Miscellaneous Material (to go to Abilene via Centra Files) [1953-1959]  
[material re the 1952 and 1956 presidential campaigns]

Mobilization Plans (1) [1955-1957] [material re W.H. emergency plans and ODM  
plan C]

Mobilization Plans (2) [ODM mobilization briefing, April 1956]

Mobilization Plans (3) [ODM mobilization plan D-Minus, May 1, 1957]

Mobilization Plans (4) [ODM mobilization plan C, June 1, 1957]

SUBSERIES C: ACTIONS BY THE PRESIDENT

6      Daily Log, January 1953

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Daily Log, March 1953

Daily Log, April 1953

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- 10     Actions by the President, May 1959
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NOTE: The material in boxes 11-13 comprises a duplicate set of actions by the President memoranda located in boxes 8-10.

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SUBSERIES D: PRESIDENTIAL ACTIONS ON LEGISLATION

- 14      83rd Congress, 1st Session (1)(2) [approved bills]  
  
            83rd Congress, 1st Session (3) [statements in signing; vetoes 1953; memorandum of  
            disapproval]  
  
            83rd Congress, 2nd Session (1)-(3) [approved bills]  
  
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            83rd Congress, 2nd Session (5) [vetoes 1954]  
  
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            84th Congress, 1st Session (1)-(3) [approved bills]  
  
            84th Congress, 1st Session (4) [statements in signing; became law without  
            presidential approval; vetoes 1955]  
  
            84th Congress, 2nd Session (1)(2) [approved bills]  
  
            84th Congress, 2nd Session (3) [approved bills; statements in signing]  
  
            84th Congress, 2nd Session (4) [vetoes 1956; memorandum of disapproval]  
  
  
15      85th Congress, 1st Session (1)(2) [approved bills]  
  
            85th Congress, 1st Session (3) [statements in signing; vetoes 1957; memorandum of  
            disapproval]  
  
            85th Congress, 2nd Session (1)-(3) [approved bills]  
  
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- 15      85th Congress, 2nd Session (5) [memorandum of disapproval]  
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SUBSERIES E: CALENDARS OF THE UNITED STATES HOUSE OF REPRESENTATIVES

Caleendars of the U.S. House of Representatives, 83rd Congress, 1953-1954

Caleendars of the U.S. House of Representatives, 84th Congress, 1955-56

- 16      Caleendars of the U.S. House of Representatives, 85th Congress, 1957-1958
- Caleendars of the U.S. House of Representatives, 86th Congress, 1959-1960

SUBSERIES F: NEW YORK TIMES NEWS SUMMARY AND INDEX

(New York Times News Summary and Index) January 1960

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- 18      Cabinet and Legislative Meetings Index - B-CE
- 19      Cabinet and Legislative Meetings Index - CH-DED
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- 21      Cabinet and Legislative Meetings Index - EU-HAL
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- 27      Cabinet and Legislative Meetings Index - SE-TAF
- 28      Cabinet and Legislative Meetings Index - TAI-WILL
- 29      Cabinet and Legislative Meetings Index - WILS-Z [also includes index of cabinet agenda, cabinet information papers, and cabinet records of action]